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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

26 July 1963

MEMORANDUM FOR: Chief, Covert Action Staff

SUBJECT: Documentation Support for [REDACTED]

25X1A5a1

REFERENCE: Your Secret memo dated 11 June 1963; same subject

1. The procedures presently followed for the selection and transmission of Classified and Unclassified documents [REDACTED] 25X1A5a1

[REDACTED] do not increase the work load in OCR to any appreciable extent.

However the system itself which provides for [REDACTED] 25X1A5a1

[REDACTED] to receive requests [REDACTED] select material and arrange for its transmittal all in an area outside the direct supervision of the [REDACTED] Project 25X1A5a1  
Officer of your staff, does not appear proper.

2. This Agency has several hundred contracts for various studies and work which require documentary support of a classified and unclassified nature. The Project Officer involved with each contract is responsible for determining (a) what material both classified and unclassified is pertinent to the contract and (b) whether or not the contractor has a need-to-know for the classified material and an official need for the unclassified. In addition of course the project officer is responsible for ensuring that adequate safeguards exist at the contractor's establishment for properly controlling the classified material passed to him.

3. Inasmuch as [REDACTED] of your staff is the responsible project officer for CIA Contracts with [REDACTED] I believe the passing of CIA material both Classified and Unclassified under these contracts should be directly monitored by him and this would include being responsible for the [REDACTED] Representative. 25X1A9a

4. The OCR Document Division as well as the CIA Library and other OCR Divisions will perform dissemination and reference services as required to assist your Project Control Officer in obtaining material he needs to provide the necessary documentary support for [REDACTED] Contracts. 25X1A5a1

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15/  
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